



To complete this application, you will need information about your community's total year-round housing units from the 2010 Census and the cumulative net increase in year-round housing units from January 1, 2013 through December 31, 2017 (referred to below as "additional" units). BUILDING PERMIT data from the US Census Building Permit Survey is the primary source of information about additional units.

You will need to have the application signed and certified by your local Building Official as to the accuracy of this information. The Executive Officer (Mayor or Chair of Board of Selectmen must also sign the application).

You may save your work and return to the form. IF you use the "Save and Resume" feature, please note that uploaded files will not be saved. Therefore, gather and keep files needed for uploading, and only upload them when you are planning to hit the "SUBMIT" button at the END of the form. Please do not submit your form without the signatures.

If you are qualifying based on an increase of 300 units/3% increase in year round housing stock, you will also need information about Best Practices related to housing that your community has established. Please be sure to upload all documentation needed to demonstrate these best practices.

Applications are DUE no later than 3:00 p.m. on April 30, 2018.

You can also refer to the Housing Choice Designation Frequently Asked Questions (FAQs) which can be found at www.mass.gov/housingchoice. If you have questions, contact Housing Choice Program Director Chris Kluchman at chris.kluchman@state.ma.us or 617-573-1167.

Housing Choice Designation Application

1. Submitting Municipality*

Choose your City or Town from the drop down list

2. Contact Name*

First Name*

Last Name*

2.a. Contact Mailing Address* Address Line 1*

City



State

ZIP Code

2.b. Contact Email*

2.c. Contact Phone Number*

3. Does your community have (or has applied for) a Community Compact?*

☐ Yes ☐ No

Community Compact (or application) is REQUIRED to be eligible for Housing Choice Designation. Your best practice does NOT have to be for housing. <https://www.mass.gov/orgs/community-compact-cabinet>

4. Does your community have an ACTIVE housing moratorium?*

☐ Yes ☐ No

Zoning Moratorium or other restrictions on new housing development will make your community INELIGIBLE for the Housing Choice Designation

The Housing Choice designation is based on PRODUCTION of new year-round housing units over the last 5 years. The threshold for qualifications is a 5% increase (or 500 units) or a 3% increase (or 300 units) and best practices. This section describes how to calculate and demonstrate the increase in new year-round housing units.

(1) **Look up your community's 2010 year-round housing units** (this is also the denominator used in the Subsidized Housing Inventory or SHI). The Housing Choice web site has a list of 2010 year-round units for all communities [here](#).

(2) **Calculate the number of net new year-round housing units over the last 5 years** using the number of BUILDING PERMITS issued to create the ratio of additional units added over the last 5 years, *excluding* housing units that replace demolished units at a 1 to 1 ratio. Demolition of one single family unit and replacement with one single family unit is an increase of 0 units. If a demolished single family home is replaced with 3 units, the net increase is +2 units. If building permits for new units replacing a demolished home cannot be easily excluded from your data, please provide data about the number of demolition permits and total units demolished.

(3) **Data Sources:** BUILDING PERMITS are the measurement of additional year-round housing units for this calculation. Your building official should have a record of new residential building permits for year-round housing issued between 1/1/13 and 12/31/17. Please submit only the number of net new, year round residential building permits that were issued **NOT** the number of Certificates of Occupancy. If your building official does not have ready access for this information, another source for this building permit data is information submitted by your community to the U.S. Census in the Building Permit Survey. A copy of the Building Permit Survey for all cities and towns in Massachusetts for 2013 through 2016 can be found on the Housing Choice web site [here](#). 2017 Building Permit Survey

data is not yet available, and therefore 2017 permit data must be provided from your building official. If your community has reason to believe the current Census Building Permit Survey data does not fully reflect the number of building permits in your community, there is a place in the application to add comments and explanation.

5. Baseline number of year-round housing units*

Recommended: 2010 U.S. Census year-round housing units

6. Source of year-round housing units*

For example: 2010 U.S. Census year-round housing units

7. Number of building permits issued for additional year-round housing units over the last five years*

Note: Please see above for information about qualifying new units

8. Here is the percent increase in year-round housing units (additional units/baseline*100).*

Note: This field calculates the % increase automatically. Use this or the number of units produced over the last 5 years in Question 7 to complete Question 9 below.

9. Housing Choice Designation.

Based on the increase in housing units in Question 8 OR the number of units produced over the last 5 years in Question 7, select the appropriate designation in Question 9.a. If you do not meet the numeric standard to qualify to be a Housing Choice Community, visit the Housing Choice Web pages and review the many Technical Assistance opportunities available from many public, quasi public and advocacy organizations. You might also talk to your Regional Planning Agency about what steps your community might take to increase housing production so that you may qualify for the designation in the future.

9.a. Choose the Housing Choice Designation for your community based on Question 7 or 8.*

☐ 5% increase or at least 500 units over the last 5 years ☐ 3% increase or at least 300 units in the last 5 years and 4 Best Practices

10. Provide documentation of the building permits issued over the last 5 years. For example, please upload .pdfs of printouts from your building permit software, excel spreadsheets, or other information about building permits in your community.

10.a. Upload Building Permit Data*

You must provide detailed back up for all additional units.

10.b. Use the space below to provide information about additional housing units in your community that you believe are not captured by the Building Permit Survey data

Here you can let us know about any reasons why the Building Permit Survey does not accurately reflect housing production in your community

If your community is over 5% or has 500 units, please SKIP THIS SECTION and go to Question 13.

11. For Production and Planning (3%/300) which Housing Best Practices do you have?

- **One Best Practice MUST be in an affordable category.**
- **You MUST select at least 4 of the 9 best practices below to qualify for the 3%/300 unit category.**
- **You MUST upload documentation to demonstrate achievement of at least 4 of the 9 Best Practices that you select below.**

NOTE: when uploading required documentation, only one file per upload box is allowed, please scan documents into a SINGLE FILE for uploading.

11.a. Local Actions that support affordable housing [Affordable Category]

☐ Designated local resources for housing such as Affordable Housing Trust, donated land for housing, or appropriated substantial Community Preservation Act Funds for Community Housing projects

11.a. Instructions: Provide a narrative description of designated local resources and upload documentation including (1) meeting minutes from meetings of Board of Selectmen, Town Meeting or Affordable Housing Trust board awarding funding, designating CPA funds for Community Housing projects, or approving conveyance of land for nominal or reduced value, (2) copy of deed conveying property for nominal value, or for reduced value if accompanied by evidence of value; (3) award letter or other documentation of funding award, or (4) copy of Affordable housing Trust charter.

11.a. Upload file here

NOTE: If you choose this Best Practices you MUST submit documentation here

11.a. Narrative

Provide additional information here for question 11.a.

11.b. Community Compact with Housing Best Practice

☐ Have applied for (or received) a Community Compact with a housing best practice

11.b. Provide a copy of Community Compact application/award showing the Housing Best Practice. Here is the web page for the Community Compact Cabinet:

<https://www.mass.gov/orgs/community-compact-cabinet>

11.b. Upload file here

NOTE: If you choose this Best Practices you MUST submit documentation here

11.c. Achieved 10% in the Subsidized Housing Inventory [Affordable Category]

☐ Have units currently eligible for inclusion in the Subsidized housing Inventory (SHI) that equal or exceed 10% of total year round housing units.

11.c. Provide a copy of most recent published SHI. If you believe there are additional units eligible for inclusion on the SHI, but not reflected on the SHI, documentation of those units must meet the standards applied by DHCD under its regulations and guidelines in determining whether units are SHI-eligible.

11.c. Upload file here

NOTE: If you choose this Best Practices you MUST submit documentation here

11.d. Have Zoning that allows mixed use or cluster developments

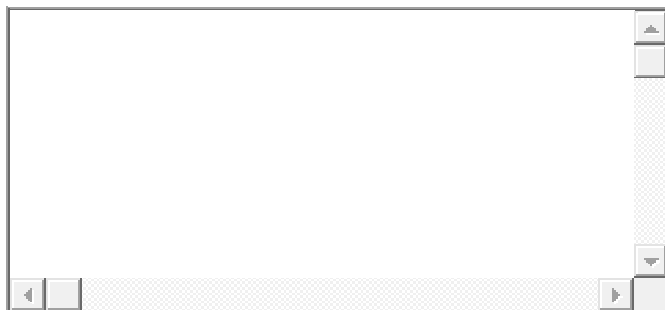
☐ Have zoning that allows for mixed use, or cluster developments by right (or can demonstrate a consistent pattern over the last 5 years of approving such developments)

11.d. Provide a copy of your current zoning by-law and identify any section(s) allowing mixed use or cluster development by right. If you believe your community has demonstrated a consistent pattern over the last 5 years of approving such developments, please provide a table with the following information: project address/name, number of units, action taken (approve, deny, withdrawn, appealed) and date of final board decision. If there are questions about these projects program staff may follow up for additional information.

11.d. Upload file here

NOTE: If you choose this Best Practices you MUST submit documentation here

11.d. Narrative information related to Mixed Use/Cluster Zoning



Provide additional information here for question 11.d.

11.e. Allow Accessory Dwelling Units

☐ Have zoning that allows for Accessory Dwelling units (ADUs) by right (or can demonstrate a consistent pattern over the last 5 years of approving ADUs).

11.e. Provide a copy of your current zoning by-law and identify any section(s) allowing ADUs by right. If you believe your community has demonstrated a consistent pattern over the last 5 years of approving ADUs, please provide a table with the following information: project address/name, number of units, action taken (approve, deny, withdrawn, appealed) and date of final board decision. If there are questions about these projects program staff may follow up for additional information.

11.e. Upload file here

NOTE: If you choose this Best Practices you MUST submit documentation here

11.e. Narrative information

Provide additional information here for question 11.e.

11.f. Have Inclusionary Zoning [Affordable Category]

☐ Have inclusionary zoning that provides for reasonable density increases so that housing is not unreasonably precluded.

11.f. Provide a copy of your current zoning by-law and identify any section(s) providing for inclusionary zoning

11.f. Upload files here

NOTE: If you choose this Best Practices you MUST submit documentation here

11.f. Narrative Information



Provide additional information here for question 11.f.

11.g. Have approved 40R zoning or certain tax increment financing mechanisms that promote housing [Affordable Category]

☐ Have an approved 40R district, Starter Home District, Housing Development Incentive Program (HDIP) or have adopted an Urban Center Housing Tax Increment Financing District (UCH-TIF)

11.g. If you have an approved 40R or Starter Home district, provide a copy of your current zoning by-law and identify the section(s) providing for smart growth or starter home development. If you are participating in the HDIP program, provide a copy of a DHCD-approved Housing Development Tax Increment Exemption Agreement, together with copies of any award letters for state Housing Development Tax Credits for specific projects. If you have adopted an UCH-TIF district, provide a copy of your DHCD-approved urban center housing tax increment financing plan, together with copies of any approved UCH-TIF agreements.

11.g. Upload file here

NOTE: If you choose this Best Practices you MUST submit documentation here

11.h. Multi-Family Zoning

☐ Have at least one zoning district that allows multifamily by right with capacity to add units and that allows for family housing (greater than 2 bedrooms)

11.h. Provide a copy of your current zoning by-law and identify any section(s) allowing multifamily development by right. Provide your zoning map that identifies the location of the multifamily districts) and a brief narrative of the amount of (re)development opportunity in the district(s). Family housing is allowed in a district or zone that does not limit the number of bedrooms to fewer than 3 bedrooms per unit.

11.h. Upload file here

NOTE: If you choose this Best Practices you MUST submit documentation here

11.h. Narrative Information related to Multifamily Zoning



Provide additional information here for question 11.h.

11.i. CERTIFIED Housing Production Plan [Affordable Category]

☐ 9. Have a CERTIFIED Housing Production Plan which means a DHCD approved Housing Production Plan that resulted in at least 0.5% or 1.0% increase in year-round housing units following its adoption and approval

11.i. There is a difference between a CERTIFIED Housing Production Plan (HPP) and one that has been APPROVED by DHCD. A certified HPP exists when a local government has an approved HPP **and** experiences an increase of year-round housing units of at least 0.5% (one-year certification) or an increase of year-round housing units of at least 1.0% (two-year certification). Provide a copy of your current Housing Production Plan and the DHCD certification letter.

11.i. Upload file here

NOTE: If you choose this Best Practices you MUST submit documentation here

12. Use the space below to provide additional details about your community's Best Practices



Certification and Signatures

The Housing Choice application for Designation requires the signatures of both the Local Building Official and the Executive Officer (Mayor or Board of Selectmen Chair). Please print this page, get signatures, scan and upload the signed pages below.

13. Certification by local building official

By signing below, I certify that the building permit data for additional year-round housing units over the last 5 years is true and accurate. The data includes **only additional year-round housing units**, where demolished units were replaced 1:1 the new building permits are not included (or if permits for units replacing tear downs cannot be excluded from other additional unit permits, then demolition data is being provided); and conversions of commercial property to housing are included (such as mill conversions).

13.a. Building Official Name*

First Name*

Last Name*

13.b. Local Building Official Email*

13.c. Local Building Official Signature

14. Name of City/Town Executive Officer (Mayor or Chair of the Board of Selectmen)*

First Name*

Last Name*

14.a. Title of Executive Officer*

14.b. Executive Officer Email*

14.d. Executive Officer Mailing Address* Address Line 1*

City

 State

ZIP Code

14.e. Executive Officer Signature

Upload Signature Page HERE*

Please print this page, get required signatures, scan, and upload file here